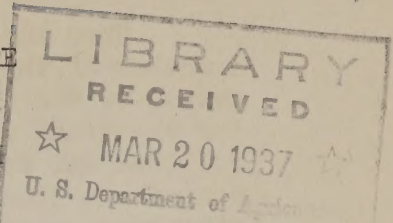


March 12, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1937 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGIONInstructions to State Committees for Analyzing
the Listing Sheets and County Summaries

Members of the state committee, and its representatives, and the state statistician for the North Central Division should become thoroughly familiar with the standards to be followed by the community and county committees with respect to recommending individual soil-depleting bases and corn limits, if any, as outlined in NCR-B-101, as amended. They should also familiarize themselves with the procedure to be followed by the county committee in adjusting and recommending individual soil-depleting bases and corn limits as outlined in NCR-108.

EXAMINING LISTING SHEETS

Before listing sheets are sent to the state office for analysis and approval, a representative of the state committee should carefully examine the listing sheets in the county office to determine whether equity has been maintained between individual farms in the recommended preliminary soil-depleting bases, corn limits, productivity, and yield per acre. This examination should be made from two points of view: first, that equity has been maintained between farms within minor civil divisions, and, second, that equity has been maintained between minor civil divisions.

In addition to any other criteria the representative of the state committee may wish to use in determining equity between minor civil divisions, he should ascertain the relationship between the minor civil division acreage limits being recommended by the county committee and the 1935 indicated measured acreage of soil-depleting crops and cropland, or any other data available by minor civil divisions. Such representative should examine an adequate sample of individual farm appraisals to ascertain that the standards for appraisal as outlined in NCR-B-101, as amended, have been followed. If it is determined that these standards have not been followed, the county committee should be requested to make recommendations which follow such standards. When the listing sheets are satisfactory to the representative of the state committee, he shall submit to the state committee a report which contains minor civil division and county totals of columns 9, 10, 22, 34, and 35, of the county summary, and instruct the county committee to forward the listing sheets and county summary to the state office in accordance with the procedure outlined in NCR-108.

When the listing sheets are received in the state office a member of the state committee should make a spot-check examination of the listing sheets, to determine that the standards for appraisal as outlined in NCR-B-101, as amended, have been followed and to satisfy himself that the county committee recommendations provide equity between farms. The listing sheets will then be released to the state statistician for the North Central Division for a detailed examination and the statistical analysis.

The statistician should compare minor civil division totals on the county summary with the minor civil division totals on the report of the representative of the state committee. If the two sets of minor civil division totals are different, the listing sheets apparently will show recommended preliminary soil-depleting bases and corn limits different from those shown when the listing sheets were examined by the representative of the state committee. If such differences are significant, an explanation should be obtained.

ANALYZING AND ADJUSTING SOIL-DEPLETING BASES, CORN LIMITS, PRODUCTIVITY, AND YIELD PER ACRE

After the statistician has compared minor civil division totals in the general examination, he should make a detailed analysis of the soil-depleting bases and corn limits, in order that the county committee may be notified as soon as possible of the status of their recommendations so that any necessary revisions may be made at an early date. If the statistical section, because of the necessity of completing the tabulation of data in connection with the 1936 Agricultural Conservation Program, is unable to completely analyze listing sheets and county summaries as rapidly as they are received from the county offices, it may confine the first analysis of the listing sheets and county summaries to an analysis of soil-depleting bases and corn limits, and at a later date make an analysis of the productivity and yield per acre. Any changes made either on the listing sheets or the county summary in the state office should be carefully verified and should be recorded in some distinctive color.

Cotton or Tobacco Soil-Depleting Bases

The steps in analyzing and adjusting preliminary cotton or tobacco soil-depleting bases are as follows:

1. Verify minor civil division totals of the entries in column 32 of the listing sheet. If the totals obtained are the same as the totals recorded on the listing sheet in the county office, check and initial such totals. If the totals obtained are different, the column should be re-added to verify the totals obtained in the state office, and if it

is found that the totals obtained in the county office are in error, the correct minor civil division totals should be entered on the listing sheet at the foot of the column in some distinctive color and the erroneous total crossed out.

2. Verify the transfer of the minor civil division totals from column 32 of the listing sheet to column 22 of the county summary and initial at the head of column 22. If any minor civil division totals on the listing sheets were corrected in the state office, correct the county summary accordingly by crossing out the erroneous minor civil division totals and entering the correct totals.
3. Verify the county total of column 22 of the county summary, and initial such total. Such total shall not exceed the county limit. After necessary adjustments have been made in the cotton or tobacco soil-depleting bases recommended by the county committee, the state committee approved cotton or tobacco soil-depleting bases should be entered in ink in column 33 of the listing sheet.
4. Obtain the minor civil division totals of the entries in column 33 of the listing sheet.
5. Verify minor civil division totals of column 33 of the listing sheet and initial such totals.
6. Transfer the minor civil division totals from column 33 of the listing sheet to column 23 of the county summary.
7. Verify the transfer of the minor civil division totals from column 33 of the listing sheet to column 23 of the county summary and initial at the head of column 23.
8. Obtain and verify the county total of column 23 of the county summary and initial such total. Such county total shall not exceed the county limit.

General Soil-Depleting Bases

The steps in analyzing and adjusting general soil-depleting bases in counties in which cotton or tobacco soil-depleting bases will be established, are as follows:

1. Verify each entry in column 10 of the listing sheet where there is an entry in the corresponding item in column 32 by subtracting the entry in column 32 from the corresponding entry in column 9. After errors, if any, have been corrected in column 10, initial column 10 at the head of the column.

2. Verify each entry in column 11 of the listing sheet where there is an entry in the corresponding item of column 30 by subtracting the entry in column 30 from the corresponding entry in column 8. After errors, if any, have been corrected in column 11, initial column 11 at the head of the column.
3. Verify each item in columns 10 and 11 of the listing sheet to see that all entries in column 10 of less than 20 have been encircled and that corresponding entries in column 11 have been encircled even though the entry in column 11 may be 20 or more. After verification and correction, if any, place a circle at the head of columns 10 and 11 and initial such circle.
4. Draw a red circle around each entry in column 12 of the listing sheet where the corresponding entry in column 10 has been encircled and initial at the head of column 12.
5. Verify the minor civil division totals of the nonencircled entries in column 11 of the listing sheet. If such minor civil division totals are correct, check and initial such totals. If the totals obtained are different, the entries should be re-added to verify the totals obtained in the state office, and if it is found that the totals obtained in the county office are in error, the correct minor civil division totals should be entered on the listing sheet at the foot of the column and the erroneous total crossed out.
6. Verify the minor civil division totals of the encircled entries in column 11 of the listing sheet in the same manner as outlined in step 5 above for the nonencircled entries.
7. Verify the minor civil division totals of all entries in column 11 of the listing sheet. If the minor civil division totals of encircled and nonencircled entries obtained in the county office are found to be correct, verify the minor civil division totals of all entries by obtaining the sum of the two subtotals of all entries by obtaining the sum of the two subtotals. If the minor civil division totals of encircled and nonencircled entries obtained in the county office are found to be incorrect, verify the minor civil division totals of all entries by obtaining a total of all entries by adding each entry. After proper verification, initial the totals.
8. Verify the transfer of the minor civil division totals of the nonencircled entries in column 11 of the listing sheet to column 4 of the county summary and initial at the head of column 4.

9. Verify the transfer of the minor civil division totals of the encircled entries in column 11 of the listing sheet to column 5 of the county summary and initial at the head of column 5.
10. Verify the transfer of the minor civil division total of all entries in column 11 of the listing sheet to column 6 of the county summary and initial at the head of column 6. In steps 8 and 9 above and this step 10, if the minor civil division totals as entered in columns 4, 5, and 6 of the county summary do not agree with the minor civil division totals as obtained in the state office, correct the county summary by crossing out the erroneous figure and entering the correct figure.
11. Verify each entry in column 7 of the county summary by dividing each entry in column 4 by the corresponding entry in column 6. Check the entries in column 7 of the county summary found to be correct. Cross out the entries found to be incorrect and insert the correct entry immediately above the incorrect entry. The person verifying column 7 should place his initials at the foot of the column.
12. Verify the county total of column 8 of the county summary and initial at the foot of the column. Such county total shall not exceed the county limit for general soil-depleting bases. The county limit for general soil-depleting bases is the total soil-depleting county limit minus any cotton or tobacco soil-depleting county limit.
13. Verify each entry in column 9 of the county summary by multiplying each entry in column 8 by the corresponding entry in column 7. Check the entries in column 9 which are correct, and cross out entries that are in error and make the correct entry immediately above the incorrect entry, and initial at the head of the column.
14. Verify the county total of the entries in column 9 of the county summary and initial at the foot of the column.
15. Verify each entry in column 10 of the county summary by subtracting each entry in column 9 from the corresponding entry in column 8 and check the entries which are correct. If entries are discovered which are incorrect, cross out the incorrect entries and make the correct entries immediately above the incorrect entries and initial at the head of the column.
16. Verify the county total of the entries in column 10 of the county summary and initial at the foot of the column.

17. Obtain minor civil division totals of the nonencircled entries in column 12 of the listing sheet. Record such totals on the listing sheet and after verification, initial such totals.
18. Obtain minor civil division totals of the encircled entries in column 12 of the listing sheet. Record and encircle such totals on the listing sheet and after verification, initial such totals. The sum of the encircled and non-encircled entries should equal the minor civil division totals of all entries in column 12 obtained in the county office unless an error was made in the county office.
19. Enter the minor civil division totals of the encircled and nonencircled entries of column 12 of the listing sheet in some convenient vacant space on the county summary. If such space is not available, prepare a supplementary county summary with two columns and attach such supplementary county summary to the regular county summary. Such two columns should be headed as follows:
 - a. For nonencircled entries in column 12 of the listing sheet: County Committee Recommended General Soil-Depleting Base Where Entry in Column 10 of Listing Sheet is 20 or More.
 - b. For encircled entries in column 12 of the listing sheet: County Committee Recommended General Soil-Depleting Base Where Entry in Column 10 of Listing Sheet is Less Than 20.
20. Compare the minor civil division totals of nonencircled entries in column 12 of the listing sheet with the entries in column 9 of the county summary. The minor civil division entries in column 9 of the county summary found to be equal to or greater than the minor civil division totals of the nonencircled entries in column 12 of the listing sheet should be checked.
21. Compare the minor civil division totals of encircled entries in column 12 of the listing sheet with the entries in column 10 of the county summary. The minor civil division entries in column 10 of the county summary found to be equal to or less than the minor civil division totals of the encircled entries in column 12 of the listing sheet should be checked.

The procedure in NCR-108, on page 12, under the heading "Adjusting Bases and Productivity", provides that the proportion of the minor civil division limit for general soil-depleting bases recommended by the county committee on farms where the entry in

column 10 of the listing sheet is 20 or more shall not exceed the proportion shown in column 7 of the county summary for each minor civil division. However, under very unusual conditions, with the approval of the state committee, the proportion of the county limit for general soil-depleting bases recommended by the county committee on farms where the entry in column 10 of the listing sheet is 20 or more shall not exceed the proportion for the county shown in column 7 of the county summary.

22. After necessary adjustments have been made in the general soil-depleting bases recommended by the county committee, the state committee approved general soil-depleting bases should be entered in ink in column 13 of the listing sheet.
23. After the state committee approved cotton or tobacco soil-depleting bases have been inked in column 33 of the listing sheet, and the state committee approved general soil-depleting bases have been inked in column 13, the state committee approved total soil-depleting bases will be inked in column 14. If there are no cotton or tobacco soil-depleting bases listed on an entire sheet, the words "same as column 13" may be written in column 14.

The steps in analyzing and adjusting general soil-depleting bases in counties in which no cotton or tobacco soil-depleting bases will be established, are as follows:

1. The procedure will be the same as that outlined for counties in which cotton or tobacco soil-depleting bases will be established except that:
 - a. Steps 1 and 2 will be omitted.
 - b. Wherever column 11 of the listing sheet is referred to, substitute column 8.
 - c. Wherever column 10 of the listing sheet is referred to, substitute column 9.

Corn Limits

The steps in analyzing and adjusting corn limits in all counties where corn limits will be established are as follows:

1. Verify each entry in column 22 of the listing sheet to see that all entries have been encircled where the corresponding entry in column 12 is less than 20. After verification and correction, if any, place a circle at the head of column 22 and initial such circle.

2. Draw a red circle around each entry in column 26 of the listing sheet where the corresponding entry in column 22 has been encircled and initial at the head of column 26.
3. Verify the minor civil division totals of the nonencircled entries in column 22 of the listing sheet. Check and initial such totals if found to be correct. If the totals obtained are different the entries should be re-added to verify the totals obtained in the state office, and if it is found that the totals obtained in the county office are in error, the correct minor civil division totals should be entered on the listing sheet immediately above the erroneous total which will be crossed out.
4. Verify the minor civil division totals of the encircled entries in column 22 of the listing sheet in the same manner as outlined in step 3 above for nonencircled entries.
5. Verify the minor civil division totals of all entries in column 22 of the listing sheet. If the minor civil division totals of encircled and nonencircled entries obtained in the county office are found to be correct, verify the minor civil division totals of all entries by obtaining the sum of the two subtotals. If the minor civil division totals of encircled and nonencircled entries obtained in the county office are found to be incorrect, verify the minor civil division totals of all entries by adding each entry. After proper verification, initial the totals.
6. Verify the transfer of minor civil division totals of the nonencircled entries in column 22 of the listing sheet to column 29 of the county summary and initial at the head of column 29.
7. Verify the transfer of minor civil division totals of the encircled entries in column 22 of the listing sheet to column 30 of the county summary and initial at the head of column 30.
8. Verify the transfer of minor civil division totals of all entries in column 22 of the listing sheet to column 31 of the county summary and initial at the head of column 31. In steps 6 and 7 above and in this step 8, if the minor civil division totals as entered in columns 29, 30, and 31 of the county summary do not agree with the minor civil division totals as obtained in the state office, correct the entries on the county summary by crossing out the erroneous figure and entering the correct figure.

9. Verify each entry in column 32 of the county summary by dividing each entry in column 29 by the corresponding entry in column 31. Check the entries in column 32 found to be correct. Cross out the entries found to be in error and insert the correct entry immediately above the incorrect entry. The person verifying column 32 should place his initials at the foot of the column.
10. Verify the county total of column 33 of the county summary; if correct, initial at the foot of the column. Such county total shall not exceed the county corn limit.
11. Verify each entry in column 34 of the county summary by multiplying each entry in column 33 by the corresponding entry in column 32. Check the entries in column 34 which are correct and cross out the entries which are in error and make correct entry immediately above the incorrect entry and initial at the head of the column.
12. Verify the county total of the entries in column 34 of the county summary and initial at the foot of the column.
13. Verify each entry in column 35 of the county summary by subtracting each entry in column 34 from the corresponding entry in column 33 and check the entries which are correct. If entries are discovered which are incorrect, cross out the incorrect entries and make the correct entry immediately above the incorrect entries and initial at the head of the column.
14. Verify the county total of the entries in column 35 of the county summary and initial at the foot of the column.
15. Obtain minor civil division totals of the nonencircled entries in column 26 of the listing sheet. Record such totals on the listing sheet and after verification initial such totals.
16. Obtain minor civil division totals of the encircled entries in column 26 of the listing sheet. Record and encircle such totals on the listing sheets and after verification initial such totals. The sum of the encircled and non-encircled minor civil division totals of entries in column 26 should equal the minor civil division totals of all entries in column 26 obtained in the county office unless an error was made in the county office.
17. Enter the minor civil division totals of the encircled and nonencircled entries of column 26 of the listing sheet in some convenient space on the county summary. If such space

is not available, prepare a supplementary county summary with two columns and attach such supplementary county summary to the regular county summary. Such two columns should be headed as follows:

- a. For nonencircled entries in column 26 of the listing sheet: County Committee Recommended Corn Limit Where Entry in Column 12 of the Listing Sheet is 20 or More.
 - b. For encircled entries in column 26 of the listing sheet: County Committee Recommended Corn Limit Where Entry in Column 12 of Listing Sheet is Less Than 20.
18. Compare minor civil division totals of nonencircled entries in column 26 of the listing sheet with the entries in column 34 of county summary. The minor civil division entries in column 34 of county summary found to be equal to or greater than the minor civil division totals of the nonencircled entries in column 12 of the listing sheet should be checked.
 19. Compare minor civil division totals of encircled entries in column 26 of the listing sheet with the entries in column 35 of the county summary. The minor civil division entries in column 35 of the county summary found to be equal to or less than the minor civil division totals of the encircled entries in column 26 of the listing sheet should be checked. The procedure suggested by the North Central Division with respect to establishing corn limits provides that the proportion of the minor civil division limit for corn recommended by the county committee on farms where the entry in column 12 of the listing sheet is 20 or more shall not exceed the proportion shown in column 32 of the county summary for each minor civil division. However, under very unusual conditions, with the approval of the state committee, the proportion of the county total corn limit recommended by the county committee on farms where the entry in column 12 of the listing sheet is 20 or more shall not exceed the proportion for the county shown in column 32 of the county summary.
 20. After necessary adjustments have been made in the corn limits recommended by the county committee, the state committee approved corn limits should be entered in ink in column 27 of the listing sheet.

Productivity Per Acre

The steps in analyzing and adjusting productivity are as follows:

1. In most counties the productivity relationship between the minor civil divisions for the 1937 Agricultural Conservation Program will be the same as for the 1936 Agricultural Conservation Program. If changes are to be recommended by the county committee and approved by the state committee, such changes must be made before adjustments are made in productivity indexes.
2. Where a preliminary minor civil division productivity index has not already been computed, divide each minor civil division average yield per acre used for the 1936 Agricultural Conservation Program, by the county average yield per acre used for the 1936 Agricultural Conservation Program, to derive a preliminary minor civil division productivity index.
3. Multiply the preliminary productivity index for each minor civil division by the appropriate minor civil division total of column 15 of the county summary and obtain a county total of such extensions.
4. Divide the county total of the extensions obtained in step 3 above by the county total of column 15 of the county summary, and round the result to one decimal.
5. Divide 100.0 by the result obtained in step 4 above to obtain an adjustment factor to be applied to preliminary minor civil division productivity indexes. The result will represent the minor civil division productivity index to which individual farm productivity indexes must be adjusted. Such minor civil division productivity indexes will be entered in column 18 of the county summary and after verification initial at the head of the column.
6. Multiply each entry in column 15 of the county summary by the corresponding entry in column 18 and enter the result as a whole number in column 17.
7. Verify each entry in column 17 of the county summary and initial at the head of the column.
8. Obtain the county total of column 17 of the county summary. The total of column 17 divided by the total of column 15 should equal 100.0. If such is the case, initial at the foot of the column.

9. Multiply each entry in column 14 of the listing sheet by the corresponding entry in column 17 and enter the result as a whole number in column 18.
10. Verify the entries in column 18 of the listing sheet and initial at the head of the column.
11. Obtain minor civil division totals of the entries in column 18 of the listing sheet.
12. Verify the minor civil division totals of the entries in column 18 of the listing sheet and initial such totals.
13. Transfer the minor civil division totals of column 18 of the listing sheet to column 16 of the county summary.
14. Verify the transfer of minor civil division totals of column 18 of the listing sheet to column 16 of the county summary and initial at the head of the column.
15. Divide each entry in column 17 of the county summary by the corresponding entry in column 16 to derive the adjustment factor to be applied to individual farm productivity indexes to make them, when weighted by the total soil-depleting bases, equal to the minor civil division productivity index. Such adjustment factors after verification should be entered at the head of column 18 of the listing sheet.
16. Multiply each entry in column 18 of the listing sheet by the adjustment factor at the head of the column and enter the result as a whole number in column 19.
17. Verify each entry in column 19 and initial at the head of the column.
18. Obtain minor civil division totals of the entries in column 19 of the listing sheet. Such minor civil division totals, when divided by the appropriate minor civil division totals of column 15 of the county summary, should produce a result equal to the appropriate entry in column 18 of the county summary. If such is the case proceed with the adjustment of individual farm productivity indexes.
19. Divide each entry in column 19 of the listing sheet by the corresponding entry in column 14 and enter the result as a whole number in column 20.
20. Verify each entry in column 20 of the listing sheet and initial at the foot of the column.

21. After the necessary adjustments have been made in the individual farm productivity indexes, such indexes should be entered in ink in column 20 of the listing sheet.

Tobacco Yield per Acre

The steps in analyzing and adjusting tobacco yield per acre are as follows:

1. Multiply each entry in column 33 of the listing sheet by the corresponding entry in column 36 and enter the result as a whole number in column 37.
2. Verify each entry in column 37 of the listing sheet and initial at the head of the column.
3. Obtain minor civil division totals of the entries in column 37 of the listing sheet.
4. Verify each minor civil division total of the entries in column 37 of the listing sheet and initial such totals.
5. Transfer the minor civil division totals of column 37 of the listing sheet to column 24 of the county summary.
6. Verify the transfer of the minor civil division totals of column 37 of the listing sheet to column 24 of the county summary and initial at the head of the column.
7. Obtain the county total of the entries in column 24 of the county summary.
8. Verify the county total of the entries in column 24 of the county summary and initial such total.
9. Multiply the county total of column 23 of the county summary by the tobacco yield per acre limit for the county and enter the result as a whole number in the total line of column 25 of the county summary and verify and initial such result.
10. Divide the county total of column 25 of the county summary by the county total of column 24 to derive the yield per acre adjustment factor. Verify such adjustment factor and enter it at the head of column 37 of the listing sheet for each minor civil division. Yields per acre will be adjusted upward as well as downward.
11. Multiply each entry in column 37 of the listing sheet by the yield adjustment factor and enter the result as a whole number in column 38.

12. Verify the entries in column 38 of the listing sheet and initial at the head of the column.
13. Obtain minor civil division totals of the entries in column 38 of the listing sheet. Verify and initial such totals.
14. Transfer the minor civil division totals of column 38 of the listing sheet to column 25 of the county summary. Verify such transfer and initial at the head of the column.
15. Obtain the county total of the entries in column 25 of the county summary. Verify and initial such total. The total obtained by addition should be almost precisely the same as the entry already in the total line for column 25 of the county summary.
16. Divide each entry in column 25 of the county summary by the corresponding entry in column 23 and record the results as whole numbers in column 26. Verify the results and initial at the head of the column.
17. Divide each entry in column 38 of the listing sheet by the corresponding entry in column 33 and enter the results in column 39 as whole numbers. Verify the results and initial at the head of the column.
18. After the entries in column 39 of the listing sheet have been verified they should be inked in.

Cotton Yield per Acre

The steps in analyzing and adjusting cotton yield per acre are as follows:

1. Obtain from each county committee for counties in which cotton soil-depleting bases will be established their recommended preliminary cotton yield per acre for each minor civil division.
2. Multiply the preliminary cotton yield per acre for each minor civil division by the appropriate minor civil division total of column 23 of the county summary and obtain a county total of such extensions.
3. Divide the county total of the extensions obtained in step 2 above by the county total of column 23 of the county summary, and round the result to one decimal.
4. Divide the county cotton yield per acre limit by the result obtained in step 3 above to obtain the adjustment factor to be applied to minor civil division preliminary cotton yields per acre recommended by the county committee.

5. Multiply each preliminary minor civil division cotton yield per acre by the adjustment factor obtained in step 4 above and round the result to one decimal place and enter such result in column 26 of the county summary for the appropriate minor civil division. Verify such results and initial at the head of the column.
6. Multiply each entry in column 26 of the county summary by the corresponding entry in column 23 and enter the result as a whole number in column 25.
7. Verify each entry in column 25 of the county summary and initial at the head of the column.
8. Obtain the county total of column 25.
9. Verify the county total of column 25 and initial such total.
10. Multiply each entry in column 36 of the listing sheet by the corresponding entry in column 33 and enter the result as a whole number in column 37.
11. Verify the entries in column 37 of the listing sheet and initial at the head of the column.
12. Obtain minor civil division totals of the entries in column 37 of the listing sheet.
13. Verify the minor civil division totals of the entries in column 37 of the listing sheet and initial such totals.
14. Transfer the minor civil division totals of column 37 of the listing sheet to column 24 of the county summary.
15. Verify the transfer of minor civil division totals of column 37 of the listing sheet to column 24 of the county summary and initial at the head of the column.
16. Divide the entries in column 24 of the county summary by the corresponding entries in column 25 to derive the adjustment factor to be applied to individual farm cotton yields to make them equal to, when weighted by the cotton soil-depleting bases, the minor civil division cotton yield per acre. Such adjustment factor should be entered at the head of column 27 on the listing sheet.
17. Multiply each entry in column 37 of the listing sheet by the adjustment factor at the head of the column and enter the result as a whole number in column 38.

18. Verify each entry in column 38 and initial at the head of the column.
19. Obtain minor civil division totals of the entries in column 38 of the listing sheet. Such minor civil division totals when divided by the appropriate minor civil division totals of column 23 of the county summary should produce a result equal to the appropriate entry in column 26 of the county summary.
20. Divide each entry in column 38 of the listing sheet by the corresponding entry in column 33 and enter the result as a whole number in column 39.
21. Verify each entry in column 39 of the listing sheet and initial at the foot of the column.
22. After necessary adjustments have been made in the individual cotton yields per acre, such yields should be entered in ink in column 39 of the listing sheet.
23. In counties in which cotton is a relatively unimportant crop the procedure used may be the same as the procedure outlined herein for adjusting tobacco yields per acre, namely, on a county-wide basis.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

Listing Data Required by Washington Office
on Form NCR-107a.

In connection with the 1937 Agricultural Conservation Program, it will be necessary to forward certain data to the North Central Division in Washington. These data will be listed on a printed summary form, NCR-107a. This form is quite similar to the county summary being prepared in the county office, the only difference being that certain preliminary columns have been omitted from NCR-107a and four additional columns have been provided for state committee approved totals, and one column has been provided for recording the total acreage of farm land covered by 1936 work sheets. Minor civil division totals of the acreage of farm land listed in column 6, NCR-106, should be obtained in whichever step of the procedure for analyzing listing sheets that such minor civil division totals can be obtained most expeditiously, and should be recorded in a convenient space on NCR-107. Since the county summary filed in the state office will contain all the data required on NCR-107a, it will not be necessary to prepare a copy of NCR-107a for filing in the state office.

NCR-107a will be prepared by transferring minor civil division and county totals from the county summary. Verify the transfers by adding the minor civil division totals on NCR-107a. Such a method of verification will not only verify the transfer of data but also will serve as a second verification of the county totals on the county summary. The county total on NCR-107a should be listed in some distinctive color on the second blank line below the last minor civil division total instead of on the line headed "County."

NCR-107a should contain minor civil division totals for farms covered by 1936 work sheets, including late 1936 work sheets.

NCR-107a is self-explanatory with respect to the source of data, with the possible exception of columns 12, 13, 30, and 31. In cases where the general soil-depleting bases approved by the state committee are the same as those recommended by the county committee, the data for columns 12 and 13 will be the same as the special columns provided on the county summary according to instructions contained in step 19, page 6, of NCR-State 102. In cases where the general soil-depleting bases approved by the state committee are different from those recommended by the county committee, it will be necessary to proceed as follows:

1. Draw a red circle around each entry in column 13 of the listing sheet where the corresponding entry in column 12 has been encircled.
2. Obtain minor civil division totals of non-encircled entries in column 13 of the listing sheet.
3. Obtain minor civil division totals of encircled entries in column 13 of the listing sheet.
4. Verify the minor civil division totals of encircled and non-encircled entries in column 13 of the listing sheet by ascertaining that the sum of such totals for a minor civil division is equal to the minor civil division total of all entries in column 13 and, if correct, initial such totals.
5. Transfer the minor civil division totals of encircled and non-encircled entries in column 13 of the listing sheet to some convenient and properly labeled columns of the county summary - and also to columns 13 and 12, respectively, of NCR-107a.

In cases where the corn limits approved by the state committee are the same as those recommended by the county committee, the data for columns 30 and 31 of NCR-107a will be the same as the special columns provided on the county summary according to instructions contained in step 17, page 9 of NCR-State 102. In cases where the corn limits approved by the state committee are different from those recommended by the county committee, it will be necessary to follow a procedure with respect to corn limits similar to that outlined above with respect to general soil-depleting bases.

Data for farms for which work sheets were not executed in 1936 should be forwarded to the North Central Division only as county totals. Such county totals, clearly labeled, should be listed on NCR-107a in the second line below the county totals for farms for which work sheets were executed in 1936. The county totals needed in Washington for farms for which work sheets were not executed in 1936 are for columns 2, 3, 14, 15, 16, 19, 20, and 32 of NCR-107a.

One copy of NCR-107a should be forwarded to the North Central Division as soon as possible after the listing sheets have been approved with respect to productivity and yield per acre.

May 26, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1937 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION.LIBRARY
RECEIVED☆ JUN 17 1937 ☆
U. S. Department of AgricultureSupplement to NCR-State 102 Applicable Only to
Nebraska and South Dakota

The provisions of the 1937 Agricultural Conservation Program provide that any acreage of land in dryland farm from which at least one crop, other than wild hay, was harvested or planted for harvest since January 1, 1930, with productivity less than 50 percent of the county average productivity, will be excluded from cropland for the 1937 Program. These provisions also provide for restoring such land, which for the purposes of the 1937 Program is known as "go-back" land, to native grass by natural reseeding.

The State Committee Fieldmen shall inspect the "go-back" land productivity indexes in the county to determine that each entry of productivity for the "go-back" land is less than 50 percent of the county average productivity and that the average of the entries of such productivity indexes in Column 29 other than the entries of "0" in such Column 29, when weighted by the corresponding entries in Column 10, is less than 40.

On farms where "go-back" land is designated to be returned to native grass, the 1937 cropland will have a higher productivity than was appraised for the farm under the 1936 Program. Therefore, additional provisions will be necessary for the determination of the productivity of the cropland for the 1937 Program.

The procedure set forth on pages 11, 12, and ending with the first paragraph at the top of page 13 of NCR-State 102 is to be followed when analyzing and adjusting productivity in Columns 18, 19, and 20 of the listing sheet and columns 15, 16, 17, and 18 of the county summary. For Nebraska and South Dakota such procedure is to be supplemented as follows:

1. Correct the column headings of the listing sheet NCR-106 as follows:
 - a. Delete the master heading in Columns 26 to 39, inclusive, and insert therefor the words "Productivity Adjusted for 'Go-back' Land".
 - b. Delete the headings of Columns 26 and 27 and combine the two columns into one column. Enter "Extension (20 x 21)"

as a heading and assign the number 26 to such new column.
The number 27 will not be assigned to any column.

- c. Delete the headings in Columns 30 and 31 and combine these two columns into one column. Enter " 'Go-back' land Extension (10 x 29)" as a heading and assign the number 30 to such new column.
 - d. Delete the headings of Columns 32 and 33 and combine the two columns into one column. Enter "1937 Cropland Extension (26 - 30)" as a heading and assign the number 31 to such new column.
 - e. Deplete the heading in Column 34 and substitute therefor, "1937 Cropland Indicated Productivity ($31 \div 28$)" and assign the number 32 to such column.
 - f. Delete the heading in Column 35 and substitute therefor, "County Committee Revised Productivity" and assign the number 33 to such column.
 - g. Delete the heading in column 36 and assign the number 34 to such column.
 - h. Delete the parenthetical figures "33 x 36" of the heading in Column 37 and substitute therefor, "(28 x 33)" and assign number 35 to such column.
 - i. Change the number of Column 38 to number 36.
 - j. Delete the heading in Column 39 and substitute therefor, "State Committee Approved Productivity" and assign number 37 to such column.
2. Correct the following column headings on the county summary sheet NCR-107.
- a. Delete the heading in Column 23 and substitute therefor, "Total Acres".
 - b. Delete the heading in Column 24 and substitute therefor, "Total Productivity Extension".
 - c. Delete the heading in Column 25 and substitute therefor, " 'Go-back' Land Acres".
 - d. Delete the heading in Column 26 and substitute therefor, " 'Go-back' Land Productivity Extension".
 - e. Enter "'Go-back' Land Productivity Index ($26 \div 25$)" as a heading for Column 27.
 - f. Enter "1937 Cropland Acres" as a heading for Column 28.

- g. Enter "1937 Cropland Productivity Extension" as a heading for Column 29.
- h. Enter "1937 Revised Productivity Index (29 ÷ 28)" as a heading for Column 30.
- i. Enter "County Committee Revised Productivity Extension" as a heading for Column 31.
- j. Enter "County Committee Revised Productivity Index (31 ÷ 28)" as a heading for Column 32.
- k. Enter "State Committee Approved Extension (28 x 34)" as a heading for Column 33.
- l. Enter "State Committee Approved Productivity Index" as a heading for Column 34.

Productivity for 1937 Cropland.

After entries have been made in ink in Column 20 of the listing sheet, Form NCR-106, in accordance with instructions set forth in NCR-State 102, proceed as follows:

1. Obtain minor civil division totals of the entries in Columns 7, 10, 11, 21, and 28 of the listing sheet. Verify and initial such totals. The minor civil division totals of Column 21 should be equal to the sum of the minor civil division totals in Columns 7 and 11. If such is the case, initial the total of Column 21 a second time and proceed with the following steps.
2. Transfer the minor civil division totals of the entries in Columns 21, 10, and 28 of the listing sheets to Columns 23, 25, and 28, respectively, of the county summary. Verify such transfers and initial at the head of the columns on the county summary. Each minor civil division total in Column 28 of the county summary must be equal to an amount obtained by subtracting the entry in Column 25 from the corresponding entry in Column 23 for such minor civil division.
3. Obtain county totals of the entries in Columns 23, 25, and 28 of the county summary. Verify and initial such totals. The county total of Column 28 must be equal to an amount obtained by subtracting the total of Column 25 from the total of Column 23.
4. Multiply each entry in Column 20 of the listing sheet by the corresponding entry in Column 21 and enter the result in Column 26. Verify the entries in Column 26 and initial at the head of the column.
5. Obtain minor civil division totals of the entries in Column 26 of the listing sheet. Verify and initial such totals.

6. Transfer the minor civil division totals of Column 26 of the listing sheet to Column 24 of the county summary. Verify the transfer of such minor civil division totals and initial at the head of Column 24 of the county summary.
7. Inspect individual entries in Column 29 of the listing sheet to determine that each such entry is less than 50. If such is not the case, obtain necessary adjustments.
8. Multiply each entry in Column 10 of the listing sheet by the corresponding entry in Column 29 and enter the result as a whole number in Column 30, verify such entries in Column 30, and initial at the head of the column.
9. Obtain minor civil division totals of the entries in Column 30 of the listing sheet. Verify and initial such totals.
10. Transfer the minor civil division totals of Column 30 of the listing sheet to Column 26 of the county summary. Verify such transfer and initial at the head of the column on the county summary.
11. Obtain the county total of Column 26 of the county summary. Verify and initial such total.
12. Divide each entry in Column 26 of the county summary by the corresponding entry in Column 25 and enter the result, rounded to a whole number, in Column 27. The total of Column 26, divided by the total of Column 25, must not be less than 40. If such is the case, initial at the head of Column 27 on the county summary. If such is not the case, instruct the county committee to make necessary adjustments in "go-back" land productivity indexes.
13. When the requirements in regard to "go-back" land productivity of Step 12 are met, enter in Column 31 of the listing sheet the productivity extensions for the 1937 cropland. This entry is to be obtained by subtracting the entry in Column 30 from the entry in Column 26. Verify the entries in Column 31 and initial at the head of the column.
14. Obtain the minor civil division totals of the entries in Column 31 of the listing sheet. Verify and initial such totals.
15. Transfer the minor civil division totals of Column 31 of the listing sheet to Column 29 of the county summary. Verify such transfers and initial at the head of the column on the county summary. Each minor civil division total in Column 29 of the county summary should be equal to an amount obtained by subtracting the entry in Column 26 of the county summary from the corresponding entry in Column 24 for such minor civil division. If such is not the case, make necessary corrections.

16. Obtain the county total of Column 29 of the county summary. Verify and initial such total. The total of Column 29 should equal an amount obtained by subtracting the total of Column 26 from the total of Column 24. If this is the case, initial total of Column 29 the second time. If such is not the case, make necessary corrections.
17. When the requirements of the preceding Steps 15 and 16 are met, divide each entry in Column 31 of the listing sheet by the corresponding entry in Column 28 and enter the result for individual farms, rounded to a whole number in Column 32. Enter the result for the minor civil division rounded to one decimal in Column 32.
18. Transfer the revised minor civil division productivity indexes from Column 32 of the listing sheet to Column 30 of the county summary. Verify such transfer and initial at the head of Column 30 on the county summary. Each minor civil division productivity index in Column 30 of the county summary should equal an amount obtained by dividing the entry in Column 29 for such minor civil division by the corresponding entry in Column 28. If such is not the case, make necessary corrections.

The productivity indexes in Column 32 of the listing sheet are the indicated productivity indexes for the 1937 cropland for farms on which a correction for "go-back" land has been made and may be, in some cases, entirely out of line with other farms of the community. Likewise, the productivity relationship between minor civil divisions in some counties after correction for "go-back" land may also be out of line and will need adjustments. Return the listing sheets to the county with instructions to the county committee to make necessary revisions of the individual farm productivity indexes for the 1937 cropland and of the minor civil division productivity indexes in accordance with the provisions of NCR-108b.

Final Productivity Adjustment

When the listing sheets are returned to the State Office after making necessary corrections in the individual farm productivity indexes and in the minor civil division productivity indexes, proceed as follows:

1. Multiply the county committee recommended revised productivity index for each minor civil division by the appropriate minor civil division total in Column 28 of the county summary and obtain a total of such extensions.
2. Divide the county total of the extensions obtained in the preceding step by the county total in Column 28 of the county summary and round the result to one decimal.
3. a. If changes are recommended in the minor civil division productivity indexes, divide the 1937 revised productivity

index for the county in Column 30 of the county summary by the result obtained in the preceding Step 2, to obtain an adjustment factor to be applied to the recommended revised minor civil division productivity indexes. Enter such adjusted minor civil division productivity indexes in Column 34 of the county summary, verify such entries and initial at the head of the column, or,

- b. If no changes are recommended by the county committee in the revised minor civil division productivity indexes in Column 30 of the county summary, transfer such entries to Column 34. Verify such transfer and initial at the head of Column 34.
4. Multiply each entry in Column 28 of the county summary by the corresponding entry in Column 34 and enter the result as a whole number in Column 33. Verify each entry in Column 33 and initial at the head of the column.
5. Obtain the county total of Column 33 of the county summary. Verify and initial such total. The total of Column 33 divided by the total of Column 28 must equal the revised productivity index for the county in Column 30 of the county summary. If such is not the case make necessary corrections.
6. Multiply each entry in Column 28 of the listing sheet by the corresponding entry in Column 33 and enter the result as a whole number in Column 35. Verify the entries in Column 35 and initial at the head of the column.
7. Obtain minor civil division totals of the entries in Column 35 of the listing sheet. Verify and initial such totals.
8. Transfer the minor civil division totals of Column 35 of the listing sheet to Column 31 of the county summary. Verify such transfers and initial at the head of the column on the county summary.
9. Divide each entry in Column 33 of the county summary by the corresponding entry in Column 31, to derive the adjustment factor to be applied to individual farm productivity indexes in Column 33 of the listing sheet. Such factors after verification should be entered at the head of Column 33 of the listing sheet.
10. Multiply each entry in Column 33 of the listing sheet by the adjustment factor at the head of the column and enter the result as a whole number in Column 37. Verify each entry in Column 37 and initial at the head of the column.

11. Multiply each entry in Column 37 of the listing sheet by the corresponding entry in Column 28 and enter the result as a whole number in Column 36. Verify each entry in Column 36 and initial at the head of the column.
12. Obtain minor civil division totals of the entry in Column 36 of the listing sheet. Verify and initial such totals. Such minor civil division total, when divided by the corresponding minor civil division total in Column 28 of the listing sheet, must produce a result which does not differ from the appropriate entry in Column 34 of the county summary by more than 0.5.
13. After the necessary adjustments have been made in the individual farm productivity indexes, such indexes should be entered in ink in Column 37 of the listing sheet.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 Agricultural Conservation Program - North Central Division.

ADDITIONAL INSTRUCTIONS TO STATE COMMITTEES
FOR ADJUSTING PRODUCTIVITY.

JUL 7 1937 ☆

I. Adjusting the productivity on new farms.

The following procedure for adjusting the productivity indexes of new farms (farms which were not covered by work sheets in the 1936 Agricultural Conservation Program but are covered by work sheets in the 1937 Agricultural Conservation Program) shall be followed:

If the sum of the total soil-depleting bases approved for such new farms does not exceed approximately 5 percent of the sum of the total soil-depleting bases approved for all farms in the minor civil division in which such new farms are located, adjust the productivity indexes of such new farms by the adjustment factor derived in Step 15, Page 4, of NCR-State 102b. However, before adopting such a procedure the State committee should make certain that the productivity indexes recommended by the county committee for such new farms are equitable with other farms in the minor civil division.

If the sum of the total soil-depleting bases approved for such new farms exceeds approximately 5 percent of the sum of the total soil-depleting bases approved for all farms in the minor civil division in which such new farms are located, the productivity index adjustment factor derived in Step 15, Page 4 of NCR-State 102b should be based on the productivity indexes of the new farms in addition to the productivity indexes of other farms in the minor civil division. To derive the adjustment factor under such conditions, proceed as follows:

1. Multiply each entry in column 14 of the new farm listing sheet by the corresponding entry in column 17, and enter the result as a whole number in column 18.
2. Add the minor civil division total of the entries in column 14 of the new farm listing sheet to the minor civil division total of the entries in column 14 of the regular listing sheet.
3. Add the minor civil division total of the entries in column 18 of the new farm listing sheet to the minor civil division total of the entries in column 18 of the regular listing sheet.

(1/ - NCR-State 102c applicable only to Nebraska and South Dakota.)

4. Divide the result obtained in Step 3 above by the result obtained in Step 2 above to derive the minor civil division average of the county committee's recommended productivity indexes.
5. Divide the entry in column 17 of the county summary for the minor civil division in question by the result obtained in Step 4 above to derive the adjustment factor to be applied to individual farm productivity indexes to make them, when weighted by the total soil-depleting bases, equal to the minor civil division productivity index approved by the State Committee.

A procedure similar to the one outlined above will be followed with respect to adjusting cotton and tobacco yields in counties where cotton and tobacco soil-depleting bases are being established and the cotton or tobacco soil-depleting bases on new farms exceed approximately 5 percent of such soil-depleting bases for all farms.

- II. Adjusting the productivity on farms which were listed in one county in 1936 but in a different county in 1937.

Provision is made in NCR-State 102b for the transfer of data from the listing sheets of the county in which farms were listed in 1936 to the listing sheets of the county in which such farms are located in 1937, after the listing sheets for both of such counties have been approved by the State committee. In cases of such transfer it will be necessary to adjust the productivity for such farms in the following manner:

1. Divide the rate of payment for the county from which the data for a transferred farm is being transferred by the rate of payment for the county to which the data for a transferred farm is being transferred, to derive a productivity relationship between counties.
2. Multiply the State committee's approved productivity index for the transferred farm by the result obtained in Step 1 above, to derive the productivity index of the transferred farm in relation to the productivity index of other farms located in the county to which the data for a transferred farm are being transferred.

In cases of such transfer, the cotton or tobacco yields per acre approved by the State committee will not be adjusted because of transfer from one county to another.

Issued August 28, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1937 Agricultural Conservation Program
North Central RegionInstructions to State Committees for Analyzing the Noncrop
Plowable Pasture Land Data and Adjusting Grazing Capacities
for Noncrop Plowable Pasture Land.

The State Committee, the farmer fieldmen, and the State Statistician should become thoroughly familiar with the methods used by the county committee in making grazing capacity appraisals and the provisions of the 1937 Agricultural Conservation Program applicable to noncrop plowable pasture land. They should also familiarize themselves with the procedure to be followed by the county committees in adjusting and recommending grazing capacities for the noncrop plowable pasture land for individual farms as outlined in NCR-108d.

Before listing sheets on which the noncrop plowable pasture land data are listed are sent to the State office for analysis and approval, the farmer fieldmen of the State committee should carefully examine the listing sheets in the county office to determine, in cooperation with the county committee, whether equity has been maintained between individual farms in the recommended preliminary grazing capacities.

When the listing sheets containing the noncrop plowable pasture land data are received in the State office, the statistician should examine the listing sheets to determine that the data have been listed as outlined in NCR-108d. After such preliminary examination, the statistician will make a check of the computations and adjustments made in the county office, and determine if the grazing capacities, as adjusted, are within the county limit for the noncrop plowable pasture land in the county established by the Agricultural Adjustment Administration.

For the purposes of this procedure hereinafter outlined, reference to columns, unless otherwise stated, will mean columns of the listing sheet on which the noncrop plowable pasture land data are listed. The procedure for listing noncrop plowable pasture land data, adjusting grazing capacity, and making the necessary computations in connection with the adjustment of grazing capacity outlined in NCR-108d shall be followed by the statistician when checking additions and computations made in the county office. Such procedure will be supplemented as follows:

1. Verify each entry in column (c) and initial at the head of the column. The entries in column (c), except in Nebraska and South Dakota, were obtained by dividing each entry in column (a) by the corresponding entry in

column (b) and rounding the result to one decimal. The entries in column (c) represent the number of acres of noncrop plowable pasture land required for one animal unit during a normal grazing season on the basis of the recommendations of the farm reporters.

The entries in column (c), in Nebraska and South Dakota, were obtained by multiplying each entry in column (b) by the average carrying capacity for the community as determined by the county committee, dividing the result by 100, and rounding to one decimal. Before verifying the entries in column (c) in Nebraska and South Dakota, verify the average carrying capacity for each community as determined by the county committee. The procedure outlined in items (a), (b), and (c), page 4 of NCR-108d, shall be followed by the statistician when checking the computations and additions used in the determination of the average carrying capacity for each community.

2. Verify each entry in column (e) and initial at the head of the column.
3. Verify the minor civil division totals in columns (a) and (e) and initial such totals.
4. Verify the county totals of the entries in columns (a) and (e) and initial such totals.
5. Verify the county average number of acres per animal unit entered below the minor civil division total line in column (d) on the last sheet of the last minor civil division listed and initial such entry.
6. Verify the adjustment factor entered at the head of column (f) and initial such entry. This adjustment factor was obtained by dividing the number of acres which represent the county average grazing capacity limit for the noncrop plowable pasture land in the county as determined by the Agricultural Adjustment Administration by the county average entry below the minor civil division total line in column (d) on the last sheet of the last minor civil division listed.
7. Verify each entry in column (f) and initial at the head of the column. The entries in column (f) were obtained by multiplying each entry in column (d) by the adjustment factor at the head of column (f).
8. Verify each entry in column (g) and initial at the head of the column. The entries in column (g) represent the total

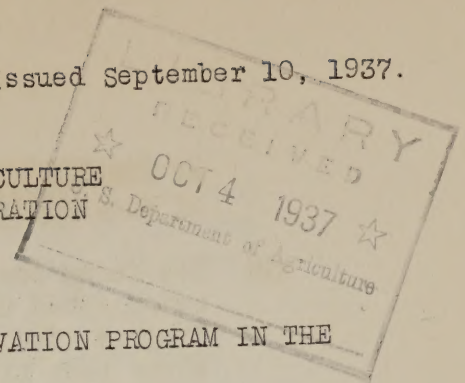
number of animal units in the grazing capacity of the noncrop plowable pasture land in each of the individual farms under normal conditions for a normal grazing season.

Approval of Grazing Capacity

After it has been determined that the entries in column (g) are correct, proceed as follows:

1. Obtain minor civil division totals of the entries in column (g). Verify and initial such totals.
2. Obtain the county total of the entries in column (g) and enter such total below the minor civil division total line in column (g) on the last sheet of the last minor civil division listed. Verify and initial such total.
3. Divide the county total of the entries in column (a) by the county total of the entries in column (g) and enter the result rounded to one decimal below the minor civil division total line in column (f) on the last sheet of the last minor civil division listed. Verify and initial such entry. This entry represents the county weighted average number of acres required for one animal unit on the basis of adjustments made by the county committee and cannot exceed the county average grazing capacity limit for the noncrop plowable pasture land in the county as determined by the Agricultural Adjustment Administration by more than 0.5.

If the requirements of the preceding step have been met and if it has been determined that equity has been maintained between the individual farms in the adjusted grazing capacities, the State committee shall approve such grazing capacities and notify the county committee of such approval. If the requirements of the preceding step are not met, or if equity has not been maintained between individual farms in the grazing capacities, the State committee shall return the listing sheets to the county office and instruct the county committee to make the necessary adjustments.

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Issued September 10, 1937.UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.PROCEDURE FOR THE 1937 AGRICULTURAL CONSERVATION PROGRAM IN THE
NORTH CENTRAL REGION.INSTRUCTIONS TO STATE COMMITTEES FOR CHECKING SPECIAL
SUGAR BEET LISTING SHEETS AND COMPUTING THE NORMAL
AMOUNT OF RAW VALUE OF SUGAR COMMERCIALY RECOVERABLE
PER TON OF SUGAR BEETS.

At least one member of the State committee, the farmer fieldmen for areas producing sugar beets, and the State statistician should become thoroughly familiar with the methods used by the county committee in determining sugar beet yields as outlined in NCR-108e. They should also familiarize themselves with the different sources of sugar beet yield data used by the county committees.

Before the special listing sheets for sugar beet producing farms are sent to the State office for checking and analyzing the sugar beet yields, the farmer fieldmen should carefully examine the listing sheets in the county office to determine, in cooperation with the county committee, if the data are properly listed in accordance with instructions as outlined in NCR-108e. In counties where adjustments in individual sugar beet yields are made, the farmer fieldmen should review such adjustments and determine whether equity has been maintained between individual farms in the recommended normal yield per acre of sugar beets.

I. Checking Special Listing Sheets for Sugar Beet Producing Farms:

When the special listing sheets for sugar beet producing farms are received in the State office, the State committeeman familiar with NCR-108e should examine them to determine that the data have been listed as outlined in NCR-108e. The listing sheets will then be released to the State statistician for a detailed examination. The State statistician will make a detailed check of the data listed on the sugar beet listing sheets as follows:

- (1) Check the name of the 1937 operator entered in column (1) of the sugar beet listing sheet with the name of the 1937 operator entered in column (2) of NCR-106 for the respective farm to determine if they are the same.
- (2) Check the 1937 work sheet number entered in column (2) of the sugar beet listing sheet with the 1937 work sheet number entered in column (1)

of NCR-106 for the respective farm to determine if they are the same.

- (3) For farms for which normal sugar beet yields were established under the 1936 Agricultural Conservation Program, the entry in column (3) of the special sugar beet listing sheets will be "NCR-11" followed by the 1936 work sheet number. The yields thus taken from Forms NCR-11 should be checked by comparison with the State office copies of Forms NCR-11.
- (4) For farms for which a sugar beet yield was not established under the 1936 Agricultural Conservation Program and which participated in the sugar beet production adjustment program, the entry in column (3) will be "CRS-203" followed by the contract serial number if the yield was taken from CRS-203. The yields thus entered in column (4) should be checked by comparison with State office copies of Forms "CRS-203". If the farm was in the 6000 group and the yield was not given on CRS-203, the entry in column (3) will be "CRS-203 F.D.A." and the yield should be checked with the Factory District Average Yield.
- (5) For farms for which a sugar beet yield was not established under the 1936 Agricultural Conservation Program and which did not participate in the sugar beet production adjustment program but which did produce sugar beets in one or more of the years 1930-1933, the entry in column (3) will be "4 Year Average" if sugar beets were produced in each of the four years, or the actual years during which sugar beets were produced on the farm if sugar beets were not produced during each of the 4 years 1930-1933. For such cases a record of the yield for the farm, secured from the factory, for each year in which sugar beets were produced on the farm and the factory district average yield for each of the four years 1930-33 will accompany the sugar beet listing sheets to the State office. Yields for such farms will be checked by averaging the yields for the farm during the four years 1930-1933 if sugar beets were produced on the farm in each of the four years. If sugar beets were not produced on the farm during each of the four years, the yield will be checked by averaging the yields for the years in which sugar beets were produced as shown by factory records, and

estimated yields for those years in which sugar beets were not produced. Such estimated yield for any given year will be that yield which is as much above or below the factory average yield per acre for that year as the actual yield for the farm was above or below the factory average yield in the years during 1930-1933 when sugar beets were produced on the farm, except that in no case shall the estimated yield for the farm be above or below the factory average yield for that year by more than 30 percent.

- (6) For farms which will in 1937, according to instructions set forth in NCR-108e, use the factory district average sugar beet yield per acre, there will be entered in column (3) "F.D.A.". Yields thus designated should be checked by comparison with factory district average yields which are set forth in NCR-108e.
- (7) For a farm in 1937 which is a part of a farm for which a sugar beet yield had been previously established, the entry in column (3) will be "NCR-11" followed by the 1936 work sheet number or "CRS-203" followed by the contract serial number. The yield for such farm should be checked by comparison with the State office copy of Form NCR-11 or CRS-203, as the case may be.
- (8) For a farm in 1937 which is a combination of two or more farms for which sugar beet yields have been previously established, the entry in column (3) will be "NCR-11" followed by the 1936 work sheet number or "CRS-203" followed by the contract serial number for each farm composing the 1937 farm. The yield will be checked by referring to the State office copies of NCR-11 or CRS-203, or both, and taking a straight average of such yields.

In counties where the normal sugar beet yields as entered in column (4) of the sugar beet listing sheets were not adjusted, the State committee after verification will ink in such yields in column (4) and notify the county committee of the approval of such yields.

II. Adjusting Normal Sugar Beet Yields:

For counties which have adjusted normal yields in order to make sugar beet yields for individual farms comparable with the sugar beet yields for other farms in the county which are similar with respect to

type of soil and productive capacity, the following procedure for checking such yields will be followed:

- (1) Verify the acreages in column (5) by comparison with the sugar beet acreages as listed in section II, item 9, column (g) of summary of performance forms NCR-114.
- (2) Verify the entries in column (6) by multiplying each entry in column (4) by the corresponding entry in column (5).
- (3) Verify the sum of column (6) and obtain the weighted average normal yield for the county by dividing the sum of column (6) by the sum of column (5). Enter in ink the weighted average normal yield for the county at the foot of column (4).
- (4) Verify the entries in column (8) by multiplying the entries in column (5) by the corresponding entries in column (7).
- (5) Verify the sum of column (8).
- (6) If the sum of column (8) exceeds the sum of column (6), the yields in column (7) must be corrected. To correct yields in column (7), obtain an adjustment factor by dividing the sum of column (6) by the sum of column (8) and round the result to five decimals.
- (7) Multiply each entry in column (7) by the adjustment factor obtained in the preceding step and enter the result rounded to one decimal in ink in column (9).

After it has been determined that the sugar beet yields, computations, and adjustments listed on the sugar beet listing sheets for counties where adjustments were made in the sugar beet yields are correct and the weighted average yield of such adjusted sugar beet yields are within the county limit for such yields, the State committee will approve the normal sugar beet yields and notify the county committee of such approval.